

Working during your studies

During your course of study you are allowed to work for 120 whole days or 240 half-days per calendar year. Half-days are days where you work up to half of the standard local working hours or as stipulated in tariff agreements. If you want to work longer than that, you must apply for permission from the local Immigration Office which usually requires approval from the ZAV Central Placement Services at the Federal Employment Agency. Secondary student activities, like working as a tutor or student research assistant, are allowed without any restrictions.

Changing your course or your university

In case you want to change your subject of study and/or the university, you need to give notice to the Immigration Office and present your new registration certificate. If you have any questions concerning this matter, please contact the Immigration Office which gladly provides advisory services, also in advance.

Exmatriculation/Deregistration

Your study permit is issued for this specific purpose only and it loses its validity when you exmatriculate/deregister from your studies. If you exmatriculate/deregister from your studies, please contact your local Immigration Office immediately, so your residence status can be decided upon and changed.

Family reunion

Under certain conditions it is sometimes possible for certain family members to join you. Please contact the local German mission at: www.diplo.de (Einreise und Aufenthalt) www.auswaertiges-amt.de/EN (Entry & Residence).

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This translation is intended as a guide – it is not a legally binding document.

Contact

Stadt Dortmund | Ordnungsamt
Dienstleistungszentrum für Visa-Angelegenheiten,
ausländische Studierende und Fachkräfte
(Service center for visa-affairs, foreign students, and skilled employees)
Olpe 1 | 44122 Dortmund

Contact us via e-mail at:

studententeam@stadtdo.de or visa@stadtdo.de

Appointment

Please arrange your personal appointments via e-mail at:
studententeam@stadtdo.de or visa@stadtdo.de

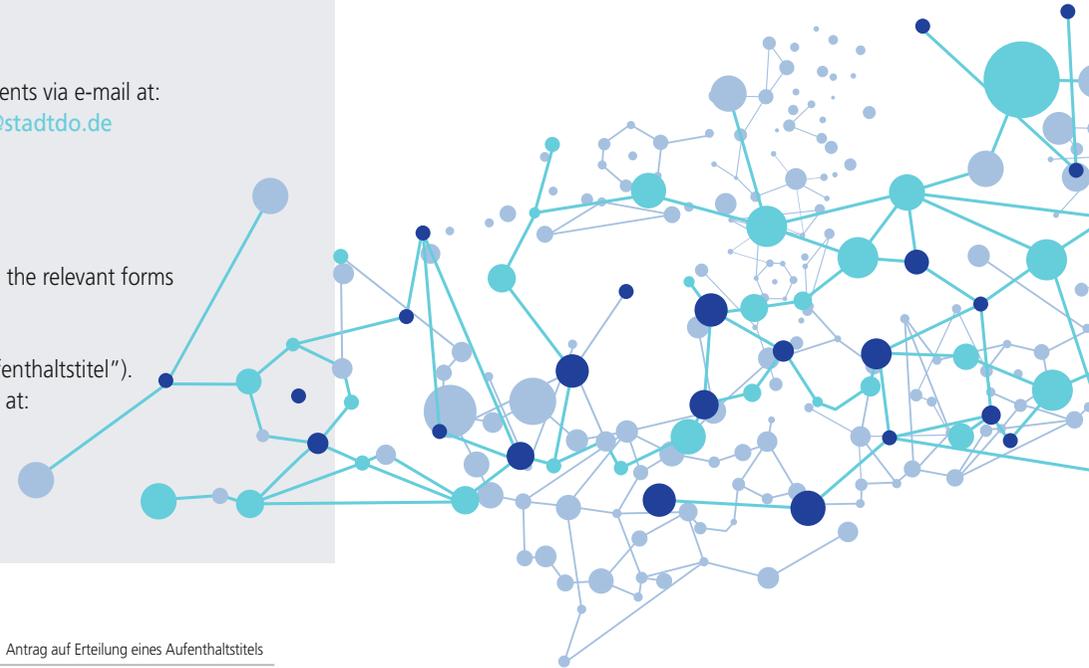
Please note

You can find all of this information and the relevant forms on the City of Dortmund's website: www.ordnungsamt.dortmund.de (click on Downloads and then see "Aufenthaltstitel"). There is also lots of helpful information at: www.metropoleruhr.de <http://www.metropoleruhr.de/en/> www.welcome.ruhr <http://www.welcome.ruhr/en/>

Glossary

Application for a (Visa or) Residence Permit	Antrag auf Erteilung eines Aufenthaltstitels
Blocked account	Sperrkonto
Course enrolment certificate	Immatrikulationsbescheinigung
Declaration to provide financial support	Verpflichtungserklärung
Entry document	Einreisennachweis
Federal Employment Agency	Bundesagentur für Arbeit
Immigration Office	Ausländerbehörde
Pre-study course/measures preparing for course	Studienvorbereitende Maßnahmen
Purpose of stay/residence	Aufenthaltszweck
Residence permit	Aufenthaltslaubnis/-titel
Residence registration form	(An)Meldformular
Secondary student activity	studentische Nebentätigkeit
Student (research) assistant	studentische Hilfskraft
ZAV Central Placement Services	Zentrale Arbeitsplatzvermittlung

Information for international students: Studying in Dortmund

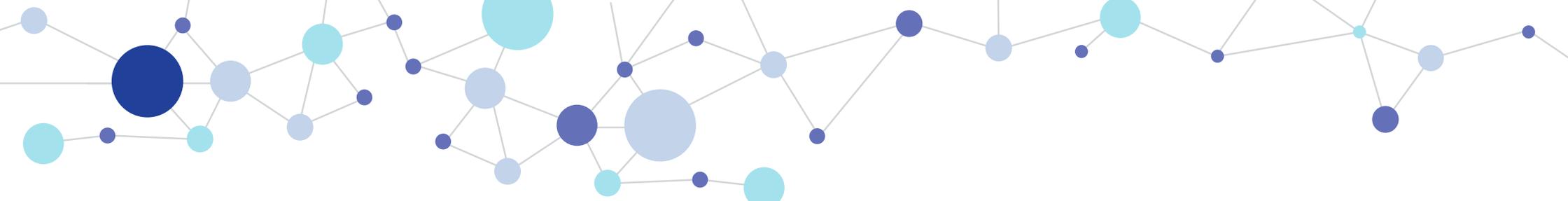


DORTMUND.
EINE STADT. VIEL WISSEN.

DORTMUND
ÜBERRASCHT.
DICH.

Stadt Dortmund





Entering Germany

All foreign students who are not citizens of a member state of the European Union (EU) or the European Economic Area (EEA) need a visa to enter Germany.

People who are citizens of **Andorra, Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, the Republic of Korea, Monaco, New Zealand, San Marino, Switzerland/Schweiz or the United States of America** can enter Germany without a visa if they are going to study here. They must then apply for their residence permit at the local Immigration Office as soon as they arrive. The local Immigration Office in the town of your main place of residence is always the relevant one for you. That is why it is important to register your address there as soon as you arrive.

Purpose of residence – to study or prepare for studying in Germany

When “study (visit)” is the official purpose of your stay in Germany, that includes all advanced, further, and continuing education courses at state and state-recognized universities or at comparable institutions (e.g. Studienkollegs [pre-study colleges] or Berufsakademien [type of vocational college]). It also includes pre-study courses or other measures preparing you for your studies at university such as language courses or internships. The main purpose of your stay in Germany must be your studies. An evening, distance learning, or weekend course of study does not fulfil these requirements.

Pre-study courses and other measures preparing you for your studies must not last longer than a total of two years, and a pre-study language course, which may be part of these measures, must be completed within 18 months. You must study according to the regulations. That means you must not exceed the official average length of study plus three semesters for the course you are studying at your university.

You are not allowed to stay in Germany to study for more than ten years. If your studies should last longer, the Immigration Office will consider your case to see if it complies with the regulations.

Registering your address and applying for or extending your residence permit

After you have entered the Federal Republic of Germany, or after you have moved to Dortmund, you should immediately register your address in Dortmund as your main place of residence at the Immigration Office. When you register your new address at the Immigration Office, you must also make an application to get a residence permit or to have your current one extended.

If you already have a valid residence permit, you will need the following documents to register in Dortmund:

- Completed “Residence registration form” (you can download this)
- Your valid national passport (the original and a copy)
- Your residence permit with the supplementary sheet (originals and copies)

If you move to Dortmund and you entered the Federal Republic of Germany with a visa or if your residence permit needs extending as well, you will need to bring the following documents with you:

- Completed “Residence registration form” (you can download this)
- Your valid national passport (the original and a copy)
- Completed “Application for a residence permit” form (you can download this)
- A copy of the visa and entry document or your current residence permit with the supplementary sheet (originals and copies)
- A recent biometric photo
- Your current university enrolment certificate or certificate of attendance in an intensive language course, possibly also a DSH Certificate or TestDaF confirmation (originals and copies)
- Declaration to provide financial support during your studies or security deposit in a blocked account
- Proof of your current health insurance plus deposit slip or bank statement
- Money for the service charge

Service charges

(credit card payment requested)

Issuing a residence permit valid up to one year	100.00 €
Issuing a residence permit valid for more than one year	100.00 €
Extending a residence permit	93.00 €
Changing or extending the residence permit due to a change in the purpose of residence	98.00 €
Re-issuing the supplementary sheet for the residence title due to a change in the purpose of residence	50.00 €
Issuing a probationary/temporary permit (Fiktionsbescheinigung)	13.00 €

Please take note of this information too:

- In some cases you might need other documents.
- After your application is filed, it takes 4 to 6 weeks before you can collect your electronic residence permit card.
- You will usually receive a reminder from the Immigration Office in Dortmund well before your residence permit expires. This letter will give you a fixed, binding appointment for a personal meeting at the Immigration Office in Dortmund which you must attend, and it will also tell you which documents you have to bring with you.
- To make sure letters reach you, please be sure to check that your name is on the letterbox at your address. This is particularly important if you live in a student residence.
- If you do not receive such a letter, please make an appointment at your local Immigration Office well before your residence permit expires.